



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

Opening Date: 11/14/2014

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Closing Date: 12/01/2014

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If you are interested in this position, please submit the following:

- Completed Application
- Associate's Degree (*if applicable*)
- Certified Substance Abuse Counselor Certificate (*CSAC, IACC or CADDE*)
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Youth Outreach Counselor

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Department: Future Generations

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Work Schedule: Monday-Friday 10:00AM- 7:00PM

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Wage Rate: Pay Range 16: \$16.63- \$21.23/ Hr./ Overtime Eligible

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Youth Outreach Counselor

**WORKSITE:** Tule River Recreation  
308 N. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Youth Outreach Counselor will be responsible for the assessment, referral and coordination of youth treatment. The Youth Outreach Counselor will provide aftercare and individual counseling to youth.

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### DUTIES & RESPONSIBILITIES:

1. Provide outreach counseling to “at-risk” youth living on the reservation and surrounding communities.
2. Must be able to assess and refer youth returning to treatment.
3. Provide aftercare services to youth returning from treatment.
4. Responsible for conduction: “Stay clean” meetings and prevention activities for youth.
5. Provide in-school monitoring of youth.
6. Maintain direct contact with juvenile justice, schools and social service system.
7. Plan, implement twice yearly, six-week series parenting workshop.
8. Transport youth to and from treatment, juvenile justice, probation or activities and act as a liaison between such services.
9. Other duties as assigned

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### QUALIFICATIONS:

1. Associates Degree in Social Services, Counseling or related discipline or minimum 3 years experience in a related position.
2. Must have Certified Substance Abuse Counselor Certificate. (C.S.A.C or I.A.C.C., C.A.D.D.E.)
3. Must be able to work flexible hours at times including weekends.
4. Must have an alcohol and drug free lifestyle.
5. Must be sympathetic and supportive of Future Generations Program treatment goals and philosophies.
6. Applicant shall be spiritual/culturally sensitive to the needs of those individuals who desire a traditional/spiritual approach to addressing the problem of alcohol/drug abuse.
7. Must have the ability to communicate, understand and counsel Native American individuals and Native American families with problems caused by alcohol and/or drugs.
8. Must have knowledge of alcohol abuse, alcoholism prevention, treatment and rehabilitation.
9. Must be able to keep accurate records and documentation of clients.
10. Must have a valid CA Driver's License and be insurable through the Tribe.

Approved by TRTC: 03/07/2013

11. Applicant must have own reliable transportation.
  12. Must be familiar with GONA module and process.
  13. Must successfully complete a pre-employment background investigation.
  14. Must successfully complete a pre-employment drug/alcohol screen.
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#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to collect, organize, and analyze information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.
  2. Knowledge to compile and study occupational, educational, and economic information to aide counselors in making and carrying out vocational and educational objectives.
  3. Ability to refer students to placement services.
  4. Ability to assist individuals to understand and overcome social and emotional problems.
  5. Knowledge to engage in research and follow-up activities to evaluate counseling techniques.
  6. Ability to develop and maintain case histories, noting language, educational social, religious outlets, study habits, and personal adjustments.
  7. Ability to provide informal counseling and orientation regarding recreational and religious outlets, study habits, and personal adjustments.
  8. Ability to represent students in cases involving conflict with regulations.
  9. Ability to cooperate with other personnel service bureaus to assist in adjustment of students.
  10. Encourages and coordinates activities of groups which promote understanding of foreign cultures.
  11. Assists in curriculum planning, set up and clean up.
  12. Applicant must have the ability to work with and account for sensitive items such as handling of currency, receipts, credit cards, purchased items, etc.
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#### PHYSICAL REQUIREMENTS:

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Frequently must be able to lift up to 30 pounds, normally must be able to lift up to 50 pounds, and occasionally must be able to lift over 50 pounds. Noise level is generally loud. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**This position reports to:** Future Generations Coordinator

**Supervises:** None

**Salary:** Pay Range 16: \$16.63/ Hr.

Approved by TRTC: 03/07/2013

Paid Bi-Weekly/ Overtime Eligible

**Hours:** Monday-Friday 10:00AM- 7:00PM(Hours may vary depending on department needs)

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).